

**COMPREHENSIVE PLAN SUBMITTAL FORM**

**State Planning Office  
184 State Street  
38 State House Station  
Augusta, Maine 04333  
287-8050**

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**I. Name of Municipality:**

**Contact Person:**

**Title:**

**Address:**

**Phone:**

Place where proposed plan will be available for public inspection:

Address:

Hours available for viewing:

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**II. Certification of Complete Submittal**

We certify that:

1. the proposed plan is a complete plan in that it contains at least an inventory and analysis section, a policies section, a land use plan, and an implementation strategies section;
2. the proposed plan was developed with the intent of complying with the Comprehensive Planning and Land Use Regulation Act (30-A M.R.S.A. Section 4301 et seq.);
3. the proposed plan was developed in accord with the procedural and citizen participation requirements of Section 4324; and
4. a copy of the proposed plan has been sent to the following regional council for review and comment:

\_\_\_\_\_  
Signatures:

\_\_\_\_\_  
**Chief Elected Official**

\_\_\_\_\_  
**Chairperson, Planning Committee**

\_\_\_\_\_  
Printed/Typed Name

\_\_\_\_\_  
Printed/Typed Name

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**COMPREHENSIVE PLAN SUBMITTAL  
CHECKLIST  
(For Town)**

- \_\_\_\_\_ 1.            7 Complete copies of the Proposed Comprehensive Plan.  
Each plan must include an inventory and analysis section, a policy development section, a land use plan and map that designates growth and rural areas, and an implementation section. Each map or other graph shall be of sufficient scale and printing quality to allow it to be easily deciphered.
- \_\_\_\_\_ 2.            2 Copies of the Comprehensive Plan Submittal Form  
a. **Form.** This form, which certifies that the submittal is complete and that the plan was developed with the intent of complying with the Act, is available from the State Planning Office.  
  
b. **Index.** Each plan must include an index that indicates where the plan addresses specific requirements of the Act. (A index form is available from the State Planning Office).
- \_\_\_\_\_ 3.            Copy of Plan available for public inspection
- \_\_\_\_\_ 4.            Copy of Plan sent to regional council

Regional Council:

Date Sent:

Public Hearing on Proposed Comprehensive Plan A public hearing must be scheduled on the proposed plan, although a public hearing on the comments from SPO and other State agencies is not required. Should an agency object to a plan based on such issues as natural resources, affordable housing, growth and rural areas, etc. it is particularly important that a hearing be held. By failing to discuss the objections in a public setting, the public participation process is subverted and voter approval for the plan and future land use management tools may be more difficult.

## COMPREHENSIVE PLAN INDEX

TOWN OF \_\_\_\_\_

This index indicates where the proposed plan addresses the requirements of the Comprehensive Planning and Land Use Regulation Act ( 30-A M.R.S.A. Section 4326) .

### Requirements

#### **1.Inventory and Analysis Section**

**Page (s)**

A.	Population .....
B.	Economy .....
C.	Housing .....
D.	Public Facilities and Transportation .....
E.	Recreation .....
F.	Marine Resources (if applicable) .....
G.	Water Resources .....
H.	Critical Natural Resources .....
I.	Agricultural and Forestry Resources.....
J.	Historic and Archeological Resources.....
K.	Land Use.....
L.	Fiscal Capacity.....
M.	Summary of Findings.....

#### **2. Policy Development Section.....**

A.	Orderly Growth and Development.....
B.	Public Facilities.....
C.	Economic Climate.....
D.	Affordable Housing .....
E.	Water Resources .....
F.	Critical Natural Resources .....
G.	Marine Resources (if applicable) .....
H.	Agricultural and Forest Resources.....
I.	Historic and Archeological Resources.....
J.	Outdoor Recreation.....
K.	Coastal Policies (if applicable) .....

#### **3. Land Use Plan/Designation of Growth and Rural Areas.....**

#### **4. Implementation Strategy Section**

A.	Affordable Housing .....
B.	Public Service .....
C.	Historic and Archeological Resources.....
D.	Outdoor Recreation Opportunities.....
E.	Agricultural and Forestry Resources.....
F.	Marine Resources (if applicable).....
G.	Water Resources .....
H.	Critical Natural Resources .....
I.	Zoning Strategy.....
J.	Capital Investment Strategy .....

#### **5. Regional Coordination Program.....**